



**HARFORD COUNTY  
HOUSING AND COMMUNITY DEVELOPMENT**

***COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)***

**FUNDING APPLICATION FY2018/FFY2017**

**Applicant Information Packet**

**January 3, 2017 – February 13, 2017**

**15 South Main Street, Bel Air, Maryland 21014  
410-638-3045, TTY 410-638-3086**

**This document is available in alternative format upon request**

## **FUNDING INFORMATION:**

Harford County Housing and Community Development is proud to announce its Request for Applications for the Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) for Fiscal Year 2018.

The Community Development Block Grant (CDBG) Program and the HOME Investment Partnership Program (HOME) are funded through the entitlement funds received by Harford County from the U.S. Department of Housing and Urban Development (HUD).

The Community Development Block Grant (CDBG) funds programs and projects which provide decent housing, a suitable living environment and expansion of economic opportunities for low to moderate-income persons in Harford County.

The HOME Investment Partnership Program (HOME) funds projects which provide decent affordable housing for low-to moderate-income persons in Harford County.

Private, nonprofit organizations with IRS 501(c)(3) status, and in some cases, for-profit entities may be eligible to receive funding under these programs. All proposed programs/projects must meet applicable federal regulations. All selected programs/projects are subject to the availability of funding and Harford County's budget review process. Harford County maintains the right to reject or accept proposals to fund or not to fund, or to reduce the amount of funding requested.

All recipients of federal funds must agree that funds shall be used in accordance with eligible goals and objectives contained herein and that no portion of the funds shall be used to promote or further non-secular purposes. All construction projects are subject to federal environmental review requirements, minority & women-owned business requirements, Section 3 requirements and Davis Bacon Wage rates.

## **APPLICATION PROCESS AND INFORMATION:**

- Click on [Submit Online Application](#).
- Complete the application and verify that all required attachments and supplemental information are included.
- After the application is submitted, print and sign the completed application.
- In addition to the online submission please submit one **PRINTED and SIGNED** version of the online application with all attachments to:  
**Harford County Housing and Community Development,  
Attention Chris Behles, Grants Specialist,  
15 South Main Street, Bel Air, MD 21014.**
- **Both formats of the application must be submitted by or no later than February 13, 2017 at 5:00 p.m.**
- **Incomplete, incorrectly completed, and stapled applications will be returned.**
- **Late applications will NOT be accepted.**

## **APPLICATION FORM:**

ORGANIZATION INFORMATION  
MEETING HUD CRITERIA  
OTHER FUNDING SOURCES/PROJECT READINESS  
PROJECT DESCRIPTION  
PROJECT COSTS  
ADDITIONAL INFORMATION REQUIRED  
AUTHORIZED SIGNATURE

**Grant applications must be signed (only) by the program director or an authorized officer of the corporate entity.**

### **All applicant organizations must be:**

Legally active and in GOOD STANDING with the Maryland State Department of Assessment and Taxation. The organization's name in the MD SDAT database must match **exactly** the organization's legal name. Visit the web site below to confirm these requirements and initiate any corrective action, if necessary

<http://www.dat.state.md.us>

Registered and in GOOD STANDING with Maryland Office of the Secretary of State, Charitable Organization Division. The organization's name in the Secretary of State's database must match **exactly** the organization's legal name. Visit the web site below to confirm these requirements and initiate any corrective action, if necessary

<http://sos.maryland.gov/Charity/Pages/SearchCharity.aspx>

Incorporated as non-profit 501(3)(c) tax-exempt organizations if applicable.

### **TIMELINE:**

January 3, 2017	CDBG/HOME Grant Applications available
February 13, 2017	Deadline for applications: <b>February 13, 2017 at 5:00 pm.</b>
January-February 2017	Departmental review of grant applications and development of funding recommendations.
February 2017	Funding recommendations submitted to the County Executive.
May 2017	Preliminary Award Notification to Recipients.
July 2017	FY2018/FFY2017 Project Year begins.

### **SUBMISSION:**

- In addition to the online submission please submit one **PRINTED and SIGNED** version of the online application with all attachments to:  
**Harford County Housing and Community Development,  
Attention Chris Behles, Grants Specialist,  
15 South Main Street, Bel Air, MD 21014.**
- **Both formats of the application must be submitted by or no later than February 13, 2017 at 5:00 p.m.**
- **Incomplete, incorrectly completed, and stapled applications will be returned.**
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**Please review this checklist to ensure all sections are complete and all requested attachments are included.**

- ☐ **ORGANIZATION INFORMATION**
- ☐ **MEETING HUD CRITERIA**
- ☐ **OTHER FUNDING SOURCES/PROJECT READINESS**
- ☐ **PROJECT DESCRIPTION**
- ☐ **PROJECT COSTS**
- ☐ **ADDITIONAL INFORMATION REQUIRED**
- ☐ **AUTHORIZED SIGNATURE**

## **INQUIRIES AND ASSISTANCE:**

### **Harford County Housing and Community Development:**

**Barbara Richardson**  
**Community Development Administrator**  
**15 South Main Street**  
**Bel Air, MD 21014**  
**410-638-3045 x1362**  
[bwrichardson@harfordcountymd.gov](mailto:bwrichardson@harfordcountymd.gov)

**Chris Behles**  
**Grants Specialist**  
**15 South Main Street**  
**Bel Air, MD 21014**  
**410-638-3045 x1835**  
[cmbehles@harfordcountymd.gov](mailto:cmbehles@harfordcountymd.gov)

TTY: 711  
Fax: 410-879-7148

The Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) information and application are available in alternative format upon request.

## **LINKS & RESOURCES**

### **Community Development Block Grant (CDBG)**

#### **Laws & Regulations**

The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq.

<https://www.hudexchange.info/programs/cdbg/cdbg-laws-and-regulations/>

The regulations created by the Office of the Assistant Secretary of Community Planning and Development that pertain to Community Development programs are contained within Part 570 - Community Development Block Grants.

<http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&rgn=div5&view=text&node=24:3.1.1.3.4&idno=24>

### **Home Investment Partnership Program(HOME)**

#### **Laws & Regulations**

The HOME Statute is contained in Title II of the Cranston-Gonzalez National Affordable Housing Act.

<https://www.hudexchange.info/programs/home/home-laws-and-regulations/>